

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

NIGERIA

2. AGENCY

USAID/NIGERIA

3a. POSITION NO. 326072100203

326072100203

3b. SUBJECT TO IDENTICAL POSITIONS? ☐ Yes ☒ No

Agencies may show the number of such positions authorized and/or established:

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No.: _____ Title: _____ Series: _____ Grade: _____

☒ b. New Position

☐ c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority: HCTM/OHCI, Reviewed by AAppel	USAID Project Management Specialist (Food for Peace), FSN-4005	FSN -11	<i>Jane L. Huang</i>	Dig tally signed by Jane L. Huang Date: 2016.04.04 09:26:31 -04'00'
b. Other:				
c. Proposed by Initiating Office:	USAID Project Management Specialist (Food for Peace) - FSN-4005	11		

6. POST TITLE POSITION (if different from official title)

FOOD SECURITY SPECIALIST

7. NAME OF EMPLOYEE

8. OFFICE/SECTION: FOOD FOR PEACE

a. First Subdivision:

b. Second Subdivision:

c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of EMPLOYEE

Date (mm-dd-yy)

Typed Name and Signature of SUPERVISOR

Date (mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate AFZ standards.

Typed Name and Signature of SECTION CHIEF or AGENCY HEAD

Date (mm-dd-yy)

Typed Name and Signature of Human Resources Officer

Date (mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The Office of Food for Peace (FFP) in the U.S. Agency for International Development (USAID) Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA) is the largest provider of food assistance in the world. FFP annually provides close to \$2 billion of food assistance, including some 1.5 million tons or more of in-kind Title II food assistance valued at more than \$1.6 billion and reaching 46 million beneficiaries in 48 countries. Since 2010, FFP has complemented its provision of Title II in-kind food assistance with an Emergency Food Security Program (EFSP) utilizing at least \$300 million in International Disaster Assistance (IDA) funds annually, which allows for local and regional purchase of food outside of the United States and closer to the emergency setting, as well as market based approaches such as cash transfer or food voucher programs that facilitate access to food.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

The Food Security Specialist is the key person to lead any efforts to effectively manage, monitor and evaluate Food for Peace (FFP) resources in Nigeria. His/her primary responsibility is to monitor and give direction within the limits of the donor/recipient relationship to Title II-funded (non-emergency and emergency) food assistance programs and International Disaster Assistance (IDA)-funded humanitarian programs and report on their implementation to the USAID/Nigeria Mission (Abuja), FFP Regional Office (Dakar) and Agreement Office Representatives (AORs) (Washington, DC). The Specialist will be expected to exercise a very high level of autonomy and act independently with limited direction according to the guidance provided for the implementation of these programs. Working with the Mission's technical teams, the Specialist will also ensure coordination of Title II and IDA funded programs, as appropriate, with other development or humanitarian activities and/or "resilience-building" initiatives in the country.

The Food Security Specialist's duties will include, but not be limited to the following:

Activity Management:**65%**

- Conduct monitoring site visits of food assistance activities implemented by NGOs and UN agencies and participate in meetings regularly. Report findings to inform food assistance funding decisions or modifications to ongoing programs.
- Perform fact finding investigations and commodity system audits for Title II food aid losses or thefts as required by Regulation 11 (22 C.F.R. 211) and analyze and make recommendations as necessary.
- Review and validate implementing partner commodity reports, Pipeline and Resource Estimate Proposals (PREPs), Annual Results Reports (ARR), and Detailed Implementation Plans (DIPs). Draft PREPs, commodity call forward concurrence cable, and other reports as necessary.
- Review and validate NGO or UN proposals, close-out plans, evaluations and conceptions of Data Quality Assessments (DQAs) of programs, in compliance with Agency directives.
- Review and regularly track implementing partner's compliance with Regulation 216 (22 C.F.R. 216) related to environment impact through site visits, annual reviews, and validation of annual Evaluation Status Reports and Initial Environmental Examination.

Technical Assistance and Support:**35%**

- Serve as point of contact for all issues pertaining to Food for Peace food assistance in Nigeria for the USAID Mission, USAID/Washington and USAID/Senegal.
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- Advise on the preparation of Embassy Operational Plan (OP) and Performance Plan & Report (PPR) narratives and budgets annually.
- Participate in food security assessments so that proper and efficient food relief activities may be designed and implemented by International Organizations and Non-Governmental Organizations, and in close collaboration with other humanitarian assistance, to assure food aid achieves its objectives.
- Provide quarterly reports when needed to the Regional Food For Peace (FFP) Office in Dakar, Food For Peace Washington (FFP/W), and the Mission, and other stakeholders on the current food security situation in-country and forewarn above-mentioned stakeholders of incipient food crises or significant changes in food security.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- Education: Bachelor's degree in business administration, economics, international development, social sciences, technical field (e.g., agriculture, public health, nutrition) or a related area is required.
- Prior Work Experience: At least five years of relevant work experience in a managerial or technical capacity in an international organization is required.
- Post Entry Training: On the job training.
- Language Proficiency: Level IV (Fluent) speaking, reading and writing in English is required.
- Job Knowledge: Knowledge of the function and operation of foreign aid programs, and familiarity with humanitarian relief operations. At least three years of experience in one or more aspects of managing development or humanitarian assistance projects -- such as performance monitoring, management of monitoring and evaluation plans and their components, information management -- is required.
- Skills and Abilities: Demonstrated capacity for perceptive analysis and the ability to write logically and speak effectively are required. A writing sample may be requested. A high degree of professionalism, discretion, team work and excellent interpersonal skills is essential, in addition to sound judgment. Computer literacy in MS Office applications including Word, Excel, Power Point, and Outlook, as well as internet competency is also required. Technical experience in sectors such as agriculture, health, nutrition or food security is desired.

16. POSITION ELEMENTS

- Supervision Received: The Food Security Specialist will be supervised on a day-to-day basis by the Food for Peace officer in the USAID/Nigeria Mission in Abuja. She/he will also maintain close contact with designated staff in the FFP regional office based in Dakar for additional direction, guidance and support.
- Supervision Exercised: None.
- Available Guidelines: Regulation 211 and 216, ADS, FFP and OFDA guidelines.

- d. Exercise of Judgment: The incumbent must be able to exercise independent judgment in prioritizing and carrying out assigned duties.
- e. Authority to Make Commitment: The incumbent is expected to take initiative and act independently with little direction, but will have no authority to make financial commitments on behalf of the U.S. government.
- f. Nature, Level, and Purpose of Contacts: The job holder must be able to maintain a constant high quality dialogue with key stakeholders involved with program implementation, as well as with concerned Embassy staff. The main purpose of this dialogue will be to make sure all parties have the guidance they need to carry out food assistance activities and humanitarian relief efforts in an efficient manner.
- g. Time Expected to Reach Full Performance Level: One year.